

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

80 JUN 1964

MEMORANDUM FOR: Chief, [redacted] OS

THROUGH

: Acting DD [redacted]
Chief, [redacted]

Concur [redacted]

SUBJECT

John F. Herlihy - Recommendation for
Quality Step Increase

1. It is recommended that Mr. John F. Herlihy be given a Quality Step Increase for the exceptional work he has been performing in his job as Assistant Safety Officer (GS-12). Since 31 January 1963 Mr. Herlihy has received nothing less than a Strong Performance Evaluation on his Annual Fitness Report and prior to that an over-all performance rating of (S) Superior.

2. Mr. Herlihy has always been available to provide the safety support needed regardless of the hours, location or unusual conditions present. As an example of this, in the past year he has attended meetings concerning [redacted]

[redacted] Subject advised all personnel concerned as to the safety requirements necessary to insure against a serious accident. Mr. Herlihy has also had to extend himself beyond the normal safety duties [redacted]

[redacted] In the past year, Mr. Herlihy has also prepared Standard Operating Procedures [redacted] within the Agency. This SOP was presented to [redacted] at which time all agreed that a fine job had been accomplished.

3. Further, Mr. Herlihy acts and assumes all the responsibilities of the Safety Officer in his absence, arranging for and attending meetings with senior Agency officials, and represents the Agency at the Federal Safety Council and Federal Fire Council meetings.

*Admin file
Herlihy, John F.
[redacted]
7/10/64*

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4. Mr. Herlihy's work in the past has been excellent and it would appear from his attitude and every day work that it will continue to be the same and, if possible, better in the future.



CIA Safety Officer

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